

Professional and Managerial Branch  
Miscellaneous Professional Group

PROGRAM SPECIALIST

11/02 (AM)

### **General Purpose**

Under general direction, coordinate one or more assigned programs or projects which may include those of citywide scope.

### **Typical Duties**

Plan and direct designated functions that provide specific services or activities. Involves: Determine, implement and monitor compliance of short and long-range goals and objectives. Keep abreast of pertinent trends and practices. Develop, administer and revise standards, procedures and policies. Collect, maintain and analyze relevant statistical data. Conduct needs assessment of participants, members and the community. Collaborate on program interrelated activities with other agencies, departments or service providers to ensure optimum program efficiency.

Perform program administration functions. Involves: Seek, identify and apply for private and public sector grants by working with City grants personnel. Prepare annual budget which includes estimating and reporting performance results, and requesting program and capital improvements. Monitor and account for expenditures of funds and use of physical resources provided, and justify requests for adjustments. Write requests for qualifications or proposals and bid specifications. Participate in selection of product suppliers and service contractors. Write correspondence and recurring or special analytical reports on program activities.

Supervise assigned personnel if required. Involves: Schedule, assign, instruct in, guide, check and evaluate work. Arrange for or engage in employee training and development. Enforce personnel rules and regulations, standard of conduct, work attendance, and safe work practices. Counsel, motivate and maintain harmonious working relationships among subordinates. Recommend staffing and employee status changes. Interview applicants.

Perform miscellaneous related managerial and administrative duties as required. Involves: Substitute as qualified for subordinates during temporary absences to maintain continuity of normal operations and services. Conduct special studies. Serve on ad hoc committees.

### **Knowledge, Skills and Abilities**

- Good knowledge of project planning, budgeting and administration techniques and procedures.
- Some knowledge of supervisory techniques, personnel rules and regulations, standards of conduct and work attendance.
- Some knowledge of grants applications review and evaluation techniques and procedures.
- Some knowledge of private, local, state and federal funding sources.
- Knowledge of organizational practices, regulations, contracts, manuals, and proposals affecting grant projects.
- Ability to express oneself clearly, concisely, both orally and in writing, to prepare and present proposals, analyses, reports, correspondence and records that accurately and completely explain and make recommendations program related issues, including to those unfamiliar with the subject matter.
- Ability to establish and maintain effective working relationships with co-workers, City management, regulatory and funding agencies, and the public.
- Skill in the safe operation and care of a personal computer, and generic and specialized software.

### **Other Job Characteristics**

- None

### **Minimum Qualifications**

Education and Experience: Equivalent to a Bachelor's degree in Business or Public Administration or a related field and two (2) years of increasingly responsible administrative experience.

Licenses and Certifications: Some positions may require a Texas "Class C" drivers license or equivalent license issued by another state.

Human Resources Director

Department Head